

Structured Business Writing Reporting

Laboratory and Research

Course Overview

Structured Business Writing Reporting: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Structured Business Writing Reporting
- Apply practical tools and techniques for Structured Business Writing Reporting in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Structured Business Writing Reporting in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Professionals, specialists and managers at every level who want to strengthen this capability and apply it with confidence at work.

Course Outline

1. Setting the scene: Structured Business Writing Reporting in today's organisation
2. Key concepts and the language of Structured Business Writing Reporting
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Structured Business Writing Reporting with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Durban	\$1,650
9 to 13 Nov 2026	Accra	\$1,450
23 to 27 Nov 2026	Online	\$750
30 Nov to 4 Dec 2026	Lagos	\$1,450

LTC Consultants

Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za

Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.